

Grant Application

Legal Name of Applicant

Organization: Aspira, Inc. of New Jersey

Address: 87 Halsey Street, Newark, N.J. 07102

Telephone Number: (201) 42-8080

TO: Lillia Babbitt Hyde Foundation

DATE: November 24, 1980

Appeal From: Agapito Diaz, Chairperson, Aspira Board of Directors
(609) 292-7447

Purpose of Grant:

This is a request for a one-time grant of \$4,330 to secure the premises of Aspira's Newark offices and pay for one year's crime insurance. The Halsey Street office houses the Essex County Center and the administrative offices for centers serving Hudson and Passaic Counties, and various special programs for young adults conducted throughout the state.

Background of

Appeal:

Aspira suffered a burglary on the night of October 16, 1980 in which all our typewriters and other valuable office equipment were stolen. With the aid of friendly help from Focus and the Puerto Rican Legal Committee, we have borrowed the equipment needed to keep our programs going, but permanent replacement will have to be arranged as soon as possible.

Unfortunately, Aspira had been unable to obtain theft insurance. In fact, five different insurers had already turned us down. We were in the process of applying for Federal Crime Insurance. In the meantime, we thought that we were well protected. Since moving into our new quarters two years ago, we had provided for security at the only two regular entrances to the building. Steel gates and special locks had been installed. What we did not anticipate was the possibility of our building being entered from the roof by way of the adjoining building, which was what happened late Thursday night. The burglars had gained entrance to the Public Defenders Offices next door, and then climbed out the windows onto our roof and broke through our skylight. Unhappily, they were very thorough.

Because of the client population we serve, Aspira has no choice but to be located in downtown Newark. Being convenient to bus and train lines and accessible to the young people we serve is absolutely essential.

GENERAL INFORMATION

Aspira, Inc. of New Jersey
87 Halsey Street
Newark, New Jersey 07102
(201) 642-8080

November 24, 1980

1. Founded: 1968 in Newark, New Jersey
2. Incorporated: New Jersey, 1968, Educational 501(c) (3)
Board Members: 15 15 Voting 0 Non-voting
3. Current list of Board Members attached.
4. Preferred Administrative Contact: Ms. Grizel Ubarry, Executive Director,
(201) 642-4047.
5. Qualifying Status: Copy of IRS determination letter on 501(c) (3) attached.
6. Geographic Area Served: junior and senior high schools in Hudson, Passaic and Essex counties.
7. Program/Services Offered:
 - Leadership Skills Development
 - Counseling - educational and family
 - Career Counseling and Planning - health careers, adult, vocational,
and internships
 - Financial Aid
 - Tutorial Services
 - Delinquency Prevention and Rehabilitation

See enclosed annual report for additional information and details on pages 3 to 8.

8. See enclosed annual report page 3 for numbers of students served. Aspira services Hispanic youth, mainly Puerto Rican, primarily in the age range of 14 to 18. However, we also serve White and Black students in smaller percentages. Most of our clients are low-income, disadvantaged with one-parent homes and family problems.
9. Priority of Financial Needs: We have adequate program funds from government and restricted private grants. We cover our administrative costs through unrestricted corporate and foundation gifts. However, we have no sources of funds for this project. Therefore, it is a number one priority.
10. See attached. Our audit for Fiscal Year 1980 should be completed within three weeks at which time we will send it to you.

Aspira has received emergency grants from five corporations and one foundation to replace equipment. However, it is essential that we secure our building as well as possible to thwart future burglaries and obtain crime insurance in the event of future loss.

We have gotten bids from four firms concerning various security and alarm systems. The bids are enclosed for your information. We have decided to select Kodiak Corp's photo electronic system since it is less expensive and more practical than electronic alarms for the many points of entry to this building. A carpenter is required to make some changes. Felix Carabello will do this at a reasonable fee. In addition, Mr. Carabello suggested a wrought iron gate to protect the glass front door. The cost for this security installation, including a 24-hour monitoring system for one year would be \$3,030. After the first year, Aspira will absorb the monthly cost of this monitoring into its 1982 budget.

Our Fiscal Officer, Jose Garcia, investigated the cost of crime insurance for Aspira. Federal Crime Insurance would cost \$800 a year. If Aspira uses a private carrier, Breunsdorf Insurance Company in Westfield, New Jersey, and combines theft insurance with fire, general liability and workmen's compensation coverage, the theft insurance itself would only amount to \$600. This coverage would include "business interruption insurance." In the event of a catastrophe, Aspira will receive skeleton funding for a month or two, until we can recover and get back on our feet.

However, in order to obtain private coverage, Aspira is required to purchase two things: 1) A safe to protect corporate records, payroll and cash from fire and theft; and 2) a lighting system installed by a licensed carpenter for fire emergencies. The cost of these two items would be \$700.

Midlantic Bank has offered its security expert to review the security system bids and inspect the one chosen once installed as an in-kind contribution to Aspira.

Concerning the increase or decrease of cost per client as a result of the increased security and insurance, should we receive the total amount, costs would not increase this year. Monthly maintenance insurance costs for Fiscal Year 1982 would increase by only \$65 per month. However, because of the concurrent emotional well-being and physical security, we expect productivity among staff to increase.

<u>Total Needed:</u>	<u>11-24-80</u>
Raised in pledges or cash	0
Amount likely	0
Balance needed	\$4,330
Amount requested	\$4,330

Urgency: We have received \$10,000 out of the \$12,000 needed for equipment from the following sources: Charles Hayden Foundation, \$6,000; New Jersey Bell, \$1,000, PSEG, \$1,000, First National State, \$1,000, First Jersey, \$500 and Carteret Savings, \$500. However, we do not want to buy anything before we have secured the premises and obtained insurance. We are ready to implement the security system as soon as we receive a verbal commitment from the Hyde Foundation.

Urgency of Grant Payment: We would appreciate receiving a check as soon after the award is granted as possible. We need to implement the security system post haste.

Agapito Diaz
Chairperson - Aspira Board of Directors

Grizel Ubarry
Executive Director